

D R A F T

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2 Sept 60

MEMORANDUM FOR: Chief, [REDACTED]

25X1A8A

FROM : DDP Records Management Officer

SUBJECT : [REDACTED] - Records Maintenance

3146
pw
RR

1. Attached is a draft Records Schedule prepared as recommended in the study of your records, dated 27 May 1960, which was made by the Management Analysis Staff (DD/P Area). The final approval and application of such a schedule will represent a significant step forward in the control of your records.

2. There remains, however, two particularly pressing problems, also covered in the study, on which I urge you to take action as soon as possible. The problems referred to are: (a) the development of your files in conformance with the principles outlined in the [REDACTED] and (b) the development of specific carding criteria for your auxiliary indices which could then serve as guidance to those area branches that are implementing the [REDACTED] procedures.

25X1

Rewritten

25X1A2D2

25X1A9A

by [REDACTED]

25X1A9A

[REDACTED]

Attachment: (1)

JOB NO. [REDACTED] BOX NO. [REDACTED] FLD NO. [REDACTED] DOC. NO. / NO CHANGE
IN CLASS X ALL CHGDS; CLASS CHANGED TO: TS S C REV. DATE 22
NEXT REV DATE 10 REC DATE 26/2/80 REC # [REDACTED] REC. 02
NO. PGS 1 REC'D BY DATE [REDACTED] REC CODE [REDACTED] REC CLASS C
REV CLASS C REC'D BY COGID [REDACTED] AUTH. BY REC C

25X1

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